NATIONAL MARINE FISHERIES SERVICE INSTRUCTION 37-101-01
NOVEMBER 9, 2004

Staffing & Organization
Working Group Inventory

WORKING GROUP INVENTORY - STRUCTURE AND MANAGEMENT

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SUMMARY OF REVISIONS:

Signed ________________________________
Mark C. Holliday, Ph.D. Date
Director, Office of Policy

Per the guidance established in NMFSPD 37-101, each working group that National Marine Fisheries Service (NMFS) staff participate in will have a Terms of Reference (TOR) and an up-to-date membership list. These files will reside on an intranet internal to NMFS for as long as the group is active. Once the work group's tasks have been completed and the group is no longer active, the files will be archived for future reference.

The following provides guidance on: (1) writing a TOR document; and (2) creating a membership list.

(1) Attachment A includes a Word template for creating a TOR with a brief description of each element required. If the work group (whether inter-agency or internal only) is chaired by NMFS, the chair of the work group should draft the TOR. If NMFS is a member, but not the chair, of an inter-agency work group (including other NOAA line offices), then the primary NMFS office will complete the TOR template as completely as possible based on the information provided by the work group chair. The filename should be descriptive of both the working group and the file contents (e.g., 'Workgroup name Terms of Reference.doc').

(2) Attachment B includes a Word template for creating a membership list for the work group. The two key data fields are: each member's full name and his/her office (Headquarters Office, Regional Office, or Science Center) if a NMFS employee, or agency/affiliation if not from NMFS. The filename should be descriptive of both the working group and the file contents (e.g., 'Workgroup name Membership list.doc').

Attachment A
Terms of Reference Template

Purpose or Goal:

Describe the product, service or result that a project is expected to create, in clear simple non-jargon language.

Summary of Objectives:

Summarize the quantifiable criteria that must be met for the project to be considered successful.

Approach & Functions (Scope):

Define in detail the work that must be done to deliver a product with the specified features and functions. Include as appropriate background, scope of work and Critical Success Factors & Measures: "Factors" are the qualitative criteria statements describing what will make the project successful, while "Measures" define quantifiable attributes, features or functions that measure all or part of the "factors".

Organization & Reporting:

The structure of project: who is sponsoring; designate project leadership and participants (by office/center, not individuals; e.g., "SF will lead the workgroup, which will also include representatives from HC, PR, OLE and the six regional offices."); who to, how and how often reporting will occur; business rules; admin/secretarial support.

Funding:

Source, amount and type of resources allocated to the project, any constraints identified.

Duration:

Time frame for project conduct and completion including any critical dates for interim products or phases (i.e., milestones).

Attachment B
Working Group Inventory Membership List Template

[Work Group Name]
Membership List
Effective as of [mm/dd/yyyy]

Employee Name	**NMFS Office/Center or Agency/Affiliation**
Chair:	
Members:	